

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #16-113**

OPENING DATE: 2 Mar 16 **CLOSING DATE:** 17 Mar 16 **AGENCY:** 5709 **PIN:** 347

POSITION: FIRE/SAFETY EMERGENCY SERVICES COORDINATOR (Thompson Field)

STARTING SALARY: \$35,831.57

LOCATION OF POSITION: 172nd Airlift Wing, 141 Military Drive, Jackson, MS 39232.

TELEPHONE INQUIRIES: Mr. Frank Janotta (601) 313-6146 DSN: 293-6146

APPLICATION MUST BE SUBMITTED TO: MS Military Department, ATTN: NGMS-SRP, Post Office Box 5027, Jackson, MS 39296-5027. **STREET ADDRESS:** 1410 Riverside Drive, Jackson, MS 39202-1237.

APPLICATION MUST BE RECEIVED BEFORE 4:00 P.M. ON CLOSING DATE.

SPECIAL CONDITION: *MS State Law requires that male applicants between the ages of eighteen (18) and twenty-six (26) submit satisfactory documentation of their compliance with the draft registration requirements of the Military Selective Service Act with application. In addition, males between the ages of eighteen (18) and twenty-six (26) who are currently employed shall not be promoted to higher positions until they submit documentation of compliance with the requirements of the Federal Selective Service Act.*

MINIMUM QUALIFICATIONS:

1. Graduation from a standard four year high school or GED and five (5) years' experience as a full-time paid civilian/military firefighter. Three (3) years' of related education and/or related experience in the field of safety/training may be substituted on an equal basis.
2. **Must have successfully completed the DOD courses Fire Officer I, Fire Services Instructor I, Airport Firefighter, Hazardous Material Awareness, Fire Inspector I. PROOF OF CERTIFICATION MUST BE SUBMITTED WITH APPLICATION. As a condition of employment, must successfully complete the Fire Inspector Level II course within one year of hire.**
3. Must possess a valid state driver's license and if authorized to operate a Government Vehicle, have the ability to obtain and maintain a US Government Motor Vehicle Operator's ID card. **PROOF OF DRIVER'S LICENSE MUST BE SUBMITTED WITH APPLICATION.**
4. Must be able to obtain and maintain a Secret Security Clearance IAW AFI 31-591 and other applicable Air Force regulations.
5. Must be rated First Aid Responder,
6. Subsequent to job offer and prior to job placement must meet medical requirements as established by NFPA 1582 and established weight standards.
7. Demonstrated writing and oral communication skills capable of preparing and articulating detailed and complete statements of work for public procurement.
8. Requires physical dexterity in climbing in and around high and tight places.
9. Must have successfully completed IFSAC/Pro Board course in incident safety officer within one (1) year and a course in NFPA 1521 Health and Safety Officer, or able to obtain within three (3) years.

DUTIES AND RESPONSIBILITIES: (Not all inclusive, will be fully explained during interview)

1. Maintains the FES Fire Prevention through four program elements: FES facility plan reviews, fire prevention inspections, code enforcement and fire safety education to keep employees and visitors safe from harm.
2. Maintains the Fire Department Occupational Safety and Health Program, to include an NFPA 1500 database and Risk Management Program IAWAFI 32-2001.
3. Promote and manage occupational health and safety programs for all departmental members and investigate complaints.
4. Teaches fire prevention to members of the Air National Guard.
5. Supervises and participates in daily inspections of aircraft, runways, and facilities for fire hazards.
6. Inspects fire alarms and building systems for operability.
7. Prepares a variety of records and reports such as compliance reports, and logs of inspections, and operational readiness reports in accordance with local, state, federal laws, and NFPA standards.
8. Inspects workplaces and workplace equipment in accordance with local, state, federal and NFPA.
9. Design programs to control, eliminate, and prevent disease or injury to firefighters.
10. Advise workers on proper lifting techniques.
11. Perform other duties as assigned.

AREA OF CONSIDERATION: RESTRICTED TO ON- BOARD MILITARY DEPARTMENT EMPLOYEES.

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SPECIAL REMARKS/PLACEMENT STATEMENTS/SUMMARY OF POLICIES

Mississippi Military Department policy is to ensure fair treatment of applicants and employees in all aspects of personnel administration without regard to race, religious creed, political affiliation, national origin, sex, age, or disability. However, the Mississippi Military Department reserves the right to enforce military physical, age and gender requirements to positions which are essentially military in nature or for which military membership is required.

Promotional and future salary increases will be IAW Military Dept policy and as authorized by the State Legislature. All salary

increases are subject to annualized funding availability.

RESUMES WILL NOT BE ACCEPTED. Applicants must complete the **STATE OF MISSISSIPPI EXPERIENCE AND TRAINING RECORD (Revised 6/14)**. Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard, website: www.ms.ng.mil, or by written/telephonic request to the Mississippi Military Department, ATTN: NGMS-SRP, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6146. Additional information may be attached to support qualifications. However, such does not negate completion of all applicable spaces of the State of Mississippi Experience and Training Record and both addendums. **ALL DOCUMENTS MUST BE SUBMITTED TO THE OFFICE INDICATED ON THE FRONT OF THIS ANNOUNCEMENT. DO NOT SUBMIT DOCUMENTS TO THE STATE PERSONNEL BOARD! DOCUMENTS MUST BE RECEIVED NLT 4:00 P.M. ON THE CLOSING DATE. NO PHOTOCOPY OF THE MISSISSIPPI EXPERIENCE AND TRAINING RECORD WILL BE ACCEPTED. NO OTHER TYPE APPLICATIONS ARE ACCEPTABLE.**

PROOF OF QUALIFYING EDUCATIONAL ACCOMPLISHMENTS BEYOND HIGH SCHOOL IS REQUIRED. Copies of college transcripts, diplomas, certificates, licenses, etc., must be legible.

APPLICANTS FAILING TO COMPLY WITH ALL APPLICATION SUBMISSION REQUIREMENTS OR WHO DO NOT MEET MINIMUM QUALIFICATIONS WILL NOT BE CONSIDERED. Applicants scheduled for interview who fail to appear for interview will not receive further consideration.

SUPPORT OF THIS POSITION IS CONTINGENT UPON CONTINUED POSITION AUTHORIZATION AND AVAILABILITY OF STATE/FEDERAL FUNDING, AS APPLICABLE.

Military membership is desired.

INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.

MUST BE ABLE TO OBTAIN A FAVORABLE BACKGROUND CHECK.